



**MINUTES**  
**BOARD MEMBER STUDY SESSION**  
**PUBLIC WELCOME**  
**Forestville Water District**

Date: **Tuesday, April 9, 2019**  
 Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:00 P.M.**

**AGENDA – NO STUDY SESSION TONIGHT**

- I. ROLL CALL
- II. **NO STUDY SESSION TONIGHT** for Forestville Water District Board Members. No formal action was taken.
- III. PUBLIC COMMENT
- III. ADJOURNMENT and reconvene into Regular Public Meeting as follows:

**MINUTES**  
**Regular Public Meeting**  
**Of the**  
**Board of Directors of the**  
**Forestville Water District**

Date: **Tuesday, April 9, 2019**  
 Location: District Office - 6530 Mirabel Road, Forestville, California

Time: **5:30 P.M.**

**AGENDA**

- I. **CALL TO ORDER:** @ 5:31 p.m. by Director Reha
- II. **ROLL CALL:** Directors Morgan, Reha and McDermott were present. Chair Bandettini and Director Benyo were not present.  
 OTHERS PRESENT: G.M. Lopes, Dawn Leith, Martin Hirsch/Perry Law Offices, FWD Engineer Long and Sara Lee Tinmahan – ASR “A”.
- III. **APPROVAL OF AGENDA: MOTION** was made by Director McDermott, seconded by Director Morgan and passed 3-0-2 to approve Agenda.
- IV. **STATEMENTS OF ABSTENTION:** None
- V. **PUBLIC COMMENT:** None
- VI. **CONSENT ITEMS: MOTION** was made by Director McDermott, seconded by Director Morgan and passed 3-0-2 to approve Consent items as presented.
  - 1. Payment of Bills from March 2019.
  - 2. Financial (Investments) and Administrative Report
  - 3. Approval of Minutes from March 2019 Regular Board Meeting
- VII. **PUBLIC HEARING:** No Public Hearing
- VIII. **ACTION ITEMS:**
  - A. **ORDINANCE # 66: ONE TIME LEAK ADJUSTMENT**
    - **MOTION** was made by Director McDermott, seconded by Director Morgan and passed 3-0-2 to approve Amending Ord. #66 from One-Time to once every 7 years and postpone any actions to pending Leak Adjustments Requests until the new Ordinance has been adopted.
    - FWD Legal will correct verbiage to paragraph B-4 and Board will review for adoption at May 2019 Board Meeting.
    - FWD Board to discuss possible revision to Ordinance #66 and to evaluate the frequency or time-frame District customers can request a leak adjustment. May also need to outline in further detail the Leak Adjustment for Sewer Direct Charges.
    - Sewer adjustments due to leaks must also be approved for Water Leak Adjustment. If an adjustment has already been received for water during non-winter months a sewer adjustment cannot be granted during winter months.
  - B. **REQUEST TO BE ANNEXED INTO THE DISTRICT FOR WATER**
    - No new updates.
    - Consensus to keep on Agenda until an answer has been received.
  - C. **FARMHOUSE INN – CONNECTING TO SEWER**
    - No new updates.
    - Consensus to keep on Agenda until an answer has been received.
  - D. **MAY 14, 2019 PUBLIC HEARING NOTICES FOR ORDINANCES #67 & #68**
    - Notices of FWD May 14, 2019 Public Hearing date were mailed to all FWD Customers and Property Owners on March 28, 2019 to announce the proposed adoption of Ordinance #67 FWD Water Rate Increase & #68 -FWD Sewer Rate Increase (effective July 1, 2019) by FWD Board of Directors.
    - Also, the Notice of Public Hearing for proposed adoption of Ordinance #67 & #68 will be published in the Sonoma West Times on Thursday, May 2, 2019 and Thursday, May 9, 2019 along with posting under “Notices” on FWD’s website.

- E. **EL MOLINO 600 LION CAMPAIGN MAILER INSERTS REQUEST**
- MOTION was made by Director McDermott, seconded by Director Morgan and passed 3-0-2 to approve allowing El Molino 600 Lion Campaign Mailer be included in March/April 2019 bills.
  - El Molino Education Fund has requested permission to include a mailer insert (they will provide mailers) into the FWD March/April 2019 Water Bills for another 600 Lion Fund Raiser Campaign for the El Molino High School.
  - El Molino Education Fund will provide volunteers to help stuff the inserts into our billing envelopes. Example of mailer insert included in April's Board Packet.
- F. **RECYCLED WATER PICK-UP AT THE SEWER TREATMENT PLANT**
- GM Lopes is waiting for Bodean to set-up a date for a test run to pick-up Recycled Water at the District plant.
- G. **ETHICS AND SEXUAL HARASSMENT TRAINING**
- GM Lopes, CPO Ipsen, Director Morgan, Director McDermott and Director Benyo have completed the Sexual Harassment Training.
  - Ethics coming up in 2019: Director Benyo expires Aug. 21, McDermott expires Aug. 16 & Reha expires Dec. 12.
- H. **TIME SCHEDULE ORDER AND GRANT APPLICATION FOR SEWER TREATMENT PLANT**
- On March 14, 2019, FWD Engineer Long filed all grant application forms and supporting documents. The Project Manager has not received it but should within the next 3-4 weeks.
- I. **GRANT APPLICATION FOR 2018 SEWER IMPROVEMENT PROJECT**
- FWD Engineer Long spoke with the Project Manager today and we are getting closer to submitting to Underwriting.
  - Environmental package is due to be completed this month. Just waiting on final determination from Fish & Wildlife. All other agencies have been completed.
  - General and Technical - One more item needed for the General portion which will be submitted by the end of April 2019.
  - Financial – need to locate the original USDA Loan documents from SCWA to see if it has copies of the Assignment Agreement and Trust Agreement. These are needed for Financial Analysts to review to determine if those agreements will have an impact on new loan. Board authorized FWD staff to contact Judy Evans to see if there are any other areas that these documents may be stored.
  - Once all pending documents have been submitted then we could hopefully expect an answer in 6-8 weeks.
- J. **ORDINANCE 61-IMPLEMENTATION OF ENFORCEMENT**
- GM Lopes is waiting on a response from Alex at County of Sonoma Permit and Resource Management Department (PRMD).
  - Director McDermott will follow up with the County Recorder, Diva. What are the District's options regarding properties that have already been sold, etc. since the Ordinance has been in effect along with attaching to Sewer Direct Charges for 3<sup>rd</sup> process charges for the inspections? FWD Legal will need to investigate whether can attach to bill or lien. FWD Legal will also need to investigate on these possible options.
  - County wide PSL inspections will not happen if approved for a few years.
  - The push for PSL inspections is due to after several studies conducted in the past years it was found the Inflow and Infiltration (I&I) was a major contributing factor for the "hits" the District received from the State. Ord. # 61 was adopted so that the PSL that had issues would be discovered and repaired to eliminate any additional hits and penalties applied by the State.
- K. **FWD WATER MAIN RELOCATION WITH WOHLER BRIDGE REPLACEMENT**
- Hard plans are complete for the abandonment portion to give to contractor. Ghilotti is on board but still waiting on Piazza to confirm.
  - Ready to start bid process. Farmhouse will need alternate water service for at least 2 days. When obtaining bids we will explain the scenario and ask each company how they plan on addressing this issue. There is a company that may be capable of doing a "hot tap" that FWD Engineer Long has reached out to and is waiting for a response.
  - GM Lopes would like the Board to allow him to do an exploration because he feels since there is an air release valve that something may have been possibly buried over the years in the vineyard.
- L. **SERVICE TO SALDANHA PROPERTY**
- On 4/2/19 GM Lopes gave the Saldanha property an extension until 4/22/19 based on the fact they are installing a new water tank. GM Lopes has also notified Sonoma County of the extension.
  - GM Lopes asked the Board how to address should the question of why we discontinued the service and SCWA agency has not started the work. FWD Legal stated this was already addressed in the letter sent.
- M. **FWD ACCOUNTING PRACTICES: OPTIONS FOR POTENTIAL UPGRADES-OR-CHANGES**
- FWD Legal sent letter drafted to comply with the written ADR process. He received a response from Tyler Technologies stating they are ready and willing to perform to what is stated on the quote and contract.
  - Per Tyler Technologies FWD refused to pay invoice and didn't follow the dispute instructions. Per FWD Staff the invoice was not disputed but that Cody with Tyler Technologies had stated the invoice would not be due until the new billing software was fully implemented. This was not communicated within Tyler Technologies departments so Billing Department wouldn't send an inquiry for confirmation and filed it as disputed.
  - Director Reha and McDermott felt it was best to move forward to save the deal since they invested so much time researching the billing software programs. Consensus to move forward with scheduling a Business Discussion with Tyler Technologies that will include FWD Legal and GM Lopes.



- N. **ANNUAL STATEMENT OF ECONOMIC INTERESTS FOR JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**
  - Form 700 was received from all Directors and the last Form 700 received was mailed to County of Sonoma Board of Supervisors on 3/29/19.
- O. **POTLUCK POOL PARTY**
  - Director Benyo would like to host a Potluck Pool Party at his home for FWD Staff and Board of Directors.
  - Dates suggested were Saturday, July 13<sup>th</sup>, 2019 (mid-afternoon) or Saturday, August 24<sup>th</sup>, 2019 (mid-afternoon).
  - Since not all FWD employees can attend either of those days FWD will see if there are other dates that will work for Director Benyo so everyone may attend.
- P. **CORRESPONDENCE: ITEMS INCLUDED WITH BOARD PACKAGES FOR FWD BOARD REVIEW**
  - Letter from County of Sonoma: FY 2018-19 Property Tax Allocations and ERAF
- IX. **MONTHLY REPORT OF THE DISTRICT ENGINEERS, BRELJE AND RACE**
  - FWD Long updated the Board on Engineer Services for “Water” and “Wastewater” projects throughout the Board Meeting. He had nothing more to add under IX.
- X. **MONTHLY REPORT FROM GENERAL MANAGER**
  - GM Lopes provided current updates for “Water” and “Wastewater” operations and projects for the month of March 2019. (see GM’s report)
  - Noted error in his report under Meetings: incorrect name for contact at Graton. Should be Jose not Joe.
  - Received a letter from a FWD Customer too late to be added to Board Packet. Per FWD Legal this letter may be distributed to the Board via email (BC to avoid possible violations of the Brown Act).
  - Weed control – Had a customer inquiry regarding what the District uses for spraying the weeds on the walls of the levees. Customer suggested using a large side mower vs. spraying. The Board instructed GM Lopes to research alternative weed control.
  - Requested from FWD Engineer new route book (in grid system) and updated maps for the walls.
  - Sensus submitted a quote for new meters which will added to the May 14, 2019’s Agenda.
  - Ellen Lane – there are some redwood trees that appear to be damaged close to the repairs done summer of 2018. GM Lopes inspected the area and reviewed what the repairs were. Less than a gallon of chlorine was used to clean the line after the repairs were completed, so it’s not possible it was the cause.
- XI. **SUB-COMMITTEE REPORTS**
  - FWD Sub-Committee members reported on status of present projects and/or standing of the Graton/FWD Sub-Committee.
  - The next Sub-Committee Meeting with FWD and Graton CSD will be held at the FWD Office on Thursday, April 25<sup>th</sup>, 2019. Director Benyo will not be able to attend on April 25<sup>th</sup>, 2019.
- XII. **DIRECTORS’ REPORTS AND CALL FOR FUTURE AGENDA ITEMS**
  - None
- XIII. **ADJOURNMENT:**
  - **MOTION** was made by Director Morgan, seconded by Director McDermott and passed 3-0-2 to adjourn at 7:43 p.m.

APPROVED: May 14, 2019

Submitted by:

Dawn Leith, District Administration

BY FWD BOARD OF DIRECTORS:

X X X

